



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Jul 2014
IN REPLY REFER TO
BUMEDNOTE 1520
BUMED-M3B3
23 Jul 2013

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: 2013 GUIDANCE FOR STUDENT FLIGHT SURGEON AND STUDENT
UNDERSEA MEDICAL OFFICER TRAINING APPLICATIONS

Ref: (a) OPNAVINST 3710.37A
(b) NAVMED P-117, Manual of the Medical Department (MANMED) Chapter 15,
articles 15-32, 15-65, 15-66, 15-69, 15-102, and Chapter 16

Encl: (1) Sample Letter of Application
(2) NAVMED 1520/21, Demographic Information
(3) NAVMED 1520/18, Program Director/Senior Medical Officer (SMO)
Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO)
(4) Application Dates, Checklist, and Deadlines Worksheet
(5) Acronyms

1. Purpose. To establish guidelines for submitting applications and administrative policies governing application for and assignment to subject training. This notice also changes the date interns must make notification of their decision to accept or decline flight surgeon (FS) or undersea medical officer (UMO) training. References (a) and (b) provide further guidance.

2. Cancellation. BUMEDNOTE 1520 of 15 Aug 2012.

3. Applicability. Applies to Ships and Stations having Medical Department personnel.

4. Policy. All applicants for FS or UMO training are to use the procedures contained in this notice to request such training. Applications are reviewed by the cognizant office at the Bureau of Medicine and Surgery (BUMED) and are considered year round, except for those of interns, who will be selected during the Graduate Medical Education Selection Board (GMESB). In each case, the reviewing authority takes into consideration the overall needs of the Naval Service, the applicant's academic background, motivation, professional aptitude, experience, and physical qualifications. Navy Medical Department policy requires that graduates of the FS and UMO courses serve in an active duty operational assignment for a minimum of 2 years following completion of training. Participants in the Armed Forces Health Professions Scholarship Program (AFHPSP) and graduates of the Uniformed Services University of the Health Sciences (USU) may discharge their active duty obligations concurrently with this period of training.

5. Flight Surgeon Training. The Naval Aerospace Medical Institute (NAMI), Pensacola, FL, conducts formal training leading to designation as a Naval Flight Surgeon. The course is approximately 28 weeks long. Classes convene in July, September, and November of each

calendar year. For additional information contact the Director of Academics at NAMI, (850) 452-2458, DSN 922-2458, or e-mail: mark.edwards@med.navy.mil or visit: <http://www.med.navy.mil/sites/nmotc/nami/Pages/default.aspx>.

6. Aviation Medical Examiner Training. NAMI, Pensacola, FL, conducts formal training leading to designation as a Naval Aviation Medical Examiner. The course is approximately 8 weeks long, and training opportunities are typically in November, February, and March/April of each calendar year. Graduates will be assigned to specific Navy Medicine clinic billets in support of aviation commands to provide primary aviation healthcare. Duration of assignment is 3 years with the opportunity to apply for graduate medical training after a 2-year minimal activity tour. For additional information contact either the Director of Academics at NAMI, (850) 452-2458, DSN 922-2458, or e-mail: mark.edwards@med.navy.mil or the BUMED Director for Aerospace Medicine, (703) 681-9260 or e-mail: timothy.ohara@med.navy.mil, or visit: <http://www.med.navy.mil/sites/nmotc/nami/Pages/default.aspx>

7. Undersea Medical Officer Training. The Naval Undersea Medical Institute (NUMI), Groton, CT conducts UMO training. The course is approximately 23 weeks long and is conducted in three phases. The first phase is conducted at NUMI, and includes training in submarine medicine and intensive physical training in preparation for phase two. The second phase is diving training, conducted while the officer is on temporary additional duty to the Naval Diving and Salvage Training Center, Panama City, FL. The third phase is at NUMI, and the training is in radiation biology, and the BUMED Radiation Health Program. Classes convene in January and July of each calendar year.

8. Class Assignments. The Navy Personnel Command (PERS-4415) details selected Medical Corps officers to specific classes.

9. Submission of Applications. Submit all applications for assignment to FS or UMO training following enclosure (1).

a. Active duty and deferred Navy applicants (includes non-intern, intern, and scholarship students in a civilian internship) must apply via appropriate chain of command directly to:

(1) Flight Surgery: NAMI (Code 35) via mail or FAX to (850) 452-2679 or DSN 922-2679. The mailing address is Officer in Charge, Naval Aerospace Medical Institute Attn: Mac Ready, Code 35, 340 Hulse Road, Pensacola, FL 32508-1092.

(2) Undersea Medicine: Chief, Bureau of Medicine and Surgery (BUMED-M3B3), 7700 Arlington Boulevard, Falls Church, VA 22042-5129.

b. All civilian applicants must apply through a Navy recruiter. They will forward application for training and the commissioning package together to the Commander, Navy Recruiting Command (CNRC), (Code 32), 5720 Integrity Drive, Millington, TN 38054. CNRC forwards the application packages to BUMED-M00C for professional review and processing with concurrence from BUMED-M3B3.

(1) Accession to the Navy may be made contingent upon acceptance into subject training curriculum.

(2) Accession to the Navy will then presume approval for training with concurrence from BUMED-M3B3 based on the needs of the Naval Service and training availability.

c. Other United States uniformed service medical department officers must submit applications through their parent Service's chain of command to BUMED-M00C1 via BUMED-M3B3 (for UMO) or NAMI (Code 35) (for FS).

d. Allied uniformed medical department officers must apply through the appropriate diplomatic offices under the Security Assistance Training Program.

10. Application Content and Submission Procedures

a. Student Flight Surgeon Course Application:

(1) Flight Surgery: NAMI (Code 35) via mail or FAX to (850) 452-2679 or DSN 922-2679. The mailing address is Officer in Charge, Naval Aerospace Medical Institute Attn: Mac Ready, Code 35, 340 Hulse Road, Pensacola, FL 32508-1092.

**Note: Items (h) and (i) below (DD Forms 2807-1 Medical History & 2808 Medical Exam) shall be submitted via AERO, not by mail or fax.*

(a) NAVMED 1520/21, Demographic Information request form, enclosure (2).

(b) NAVMED 1520/18, Program Director/Senior Medical Officer (SMO) Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO) form, enclosure (3).

(c) Curriculum Vitae.

(d) A brief statement by the applicant stating his or her reasons for wanting to become a flight surgeon; comment on interest in aviation, prior service, any previous flight experience, ability to swim a mile, and general level of physical fitness.

(e) Command endorsement (active duty applicants only). In the case of interns, the endorsement should simply state, "Forwarded, recommending approval," or "Forwarded, not recommending approval," unless the commanding officer desires to add substantively to the endorsement.

(f) A letter of recommendation, preferably by a designated naval flight surgeon who can comment on applicant potential for aeromedical training.

(g) Your undergraduate, graduate (if any), and medical school transcripts.

(h) DD Form 2808, Report of Medical Examination as follows (*submitted via AERO preferably by 1 September 2013, not by mail or fax.*):

1. Complete aeromedical physical examination performed by a flight surgeon, per reference (b).

2. Lab studies: Sick cell test, Glucose-6-phosphate dehydrogenase (G6PD) test, and current test for human immunodeficiency virus (HIV). Record all test results on the DD Form 2808.

3. Any physical examination that recommends a waiver of the physical standards must be accompanied by the appropriate specialty evaluation.

(i) DD Form 2807-1, Report of Medical History (*submitted via AERO preferably by 1 September 2013, not by mail or fax.*).

(j) Reference (a), contains the Anthropometric Data Measurement Record, form OPNAV 3710/37A. Anthropometric measurements shall be taken and recorded on the form that is included in reference (a) and must be entered into NAACA (Naval Aviation Anthropometric Compatibility Assessment). Merely meeting commissioning requirements for height and weight does not guarantee anthropometric compatibility with any or all naval aircraft.

(2) Interns must complete the physical examination package, (including required specialty evaluations) to be received by NAMI (*submitted via AERO, not by mail or fax*) no later than 31 October 2012, but preferably by 1 September 2013 to allow adequate processing time. NAMI will evaluate each applicant's physical qualifications and aeronautical adaptability for duty involving flying as a student naval flight surgeon, and report the results to BUMED-M3B3.

(3) The original of the complete report of medical history (DD Form 2807-1), report of medical examination (DD Form 2808), and OPNAV 3710/37A, Anthropometric Data Measurement Record, must be placed in the applicant's health record in the physical exams section, per Chapter 16 of reference (b), and should also be scanned into AHLTA.

(4) Applicants are encouraged to contact the NAMI Flight Surgeon Applications Coordinator by e-mail at: NAMI-FSAPPCOORD@MED.NAVY.MIL or call (850) 452-3345 or DSN 922-3345 to verify that their package is complete.

b. The Student UMO Course application must be submitted directly to BUMED-M3B3 (Undersea Medicine) via mail or e-mail to Undersea.Medicine@med.navy.mil. The mailing address is Chief, Bureau of Medicine and Surgery, 7700 Arlington Boulevard, Falls Church, VA 22042-5129.

(1) NAVMED 1520/18, Program Director/Senior Medical Officer (SMO) Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO) form, enclosure (3).

(2) NAVMED 1520/21, Demographic Information Request, enclosure (2).

(3) Curriculum Vitae.

(4) A brief statement by the applicant stating his or her reasons for wanting to enter the field of Undersea Medicine.

(5) Command endorsement (active duty applicants only). In the case of interns, the endorsement should simply state, "Forwarded, recommending approval," or "Forwarded, not recommending approval," unless the commanding officer desires to add substantively to the endorsement.

(6) Two letters of recommendation. Qualified UMO recommendation preferred, but not required.

(7) Complete a dive medical exam, per reference (b), MANMED article 15-102. Any physical examination that recommends a waiver of physical standards must be accompanied by the appropriate specialty evaluation.

(8) All test results will be recorded on the DD Form 2808. Block 73 of the DD Form 2808 will be used to document complete blood count, microscopic urine analysis, lipid, liver function, and fasting glucose, chest posterior to anterior and lateral views. Box 15c should be marked "other" with Submarine and Diving Duty entered in block 44.

(9) Whenever possible, a hyperbaric pressure test should be performed to 50 feet in sea water (FSW) and documented. If a pressure test cannot be performed, it may be deferred until reporting to NUMI.

(10) Applicants must submit their best timed run (1.5 miles), swim (500 yards), pushups, sit ups, and pull ups.

(11) Applicants are encouraged to contact the BUMED-M3B3 secretary, Mrs. Cynthia Johns, by e-mail to Undersea.Medicine@med.navy.mil or call (703) 681-9278 or DSN 761-9278, to verify that their application is complete.

11. Application Deadline. For interns, the fully completed application, including any ancillary consultations, must be postmarked by 31 October 2013 and sent to BUMED-M3B3 (for UMO), or NAMI, (Code 35) (for FS) as noted above. Interns are strongly encouraged to e-mail or call the respective program secretary well before 31 October 2013 to verify that their application is complete and no follow-up studies or documentation is required. Non-intern candidates may submit applications at any time, after consultation with their assignment officer, if applicable.

12. Selection, Applicant Notification, and Applicant Declaration of Intention to Accept Training

a. For interns, the Undersea Medicine Selection Committee and the Flight Surgeon, Selection Committee makes final recommendations for selection for training through a formal review process to the GMESB. Both committees meet in late November or early December in conjunction with the convening of the GMESB. Applicants who are otherwise qualified for the respective programs, but are not selected, are placed on an alternate list. If a selected applicant is unable to attend the training, a candidate from the alternate list will be selected.

b. Non-intern applicants will be notified individually by the reviewing authority at BUMED.

c. The Graduate Medical Education (GME) office at each training hospital will be notified of selections by message on or about 18 December 2013. The GME office will notify interns of their status (selected, alternate, or non-selection status).

d. Applicants will notify NAMI or NUMI Academics Student Control Officer and Navy Personnel Command (NAVPERS) of their intentions.

(1) Interns selected for FS training must notify the Director of Academics at NAMI by e-mail at: mark.edwards@med.navy.mil by 13 January 2014 of their decision to accept or decline FS training.

(2) Interns selected for UMO training must notify BUMED-M3B3 at (703) 681-9278 or DSN 761-9278 or (703) 681-9286 or DSN 761-9286, or via e-mail at: Undersea.Medicine@med.navy.mil by 13 January 2014 of their decision to accept or decline the training for which they have been selected.

(3) All interns selected for training must officially notify the Family Medicine and Operational Medicine Assignment Officer (PERS-4415R) and Medical Corps Placement Officer (PERS-4415B) of their decision to accept or decline training. Notification may be by standard letter or e-mail.

(4) Individuals selected for more than one training program (FS, UMO, residency training) may accept only one program. Acceptance of the FS or UMO program will result in forfeiture of designation as a selectee or alternate for any other GME training program to which an applicant may have applied. Failure to notify PERS-4415 or the appropriate office at BUMED by the required deadline may result in the loss of the training opportunity.

e. Selected applicants who commit misconduct, fail to remain within physical standards, or fail to meet academic standards may be disenrolled from the program.

13. Additional Information. Enclosure (4) is for the applicant's use as a checklist only. It is not to be included in the application. Enclosure (5) is a list of acronyms used in this notice.

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14. Records Management. Records created as a result of this notice regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

15. Forms. Forms may be downloaded from the Web sites listed below; local reproduction is authorized. **Note: DD Forms 2807 & 2808 may be printed from AERO once they have been submitted, to subsequently be placed in the medical record.*

a. DD Form 2807-1 (AUG 2011), Report of Medical History may be downloaded at:
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

b. DD Form 2808 (OCT 2005), Report of Medical Examination may be downloaded at:
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

c. OPNAV 3710/37A (07-2005), Anthropometric Data Measurement Record may be downloaded at: <https://navalforms.documentservices.dla.mil/web/public/home>.

d. NAVMED 1520/18 (Rev. 08-2012), Program Director/Senior Medical Officer (SMO) Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO) form may be downloaded from the Forms tab at:
<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

e. NAVMED 1520/21 (07-2008), Demographic Information, may be downloaded from the Forms tab at: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.


M. L. NATHAN

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/default.aspx>

SAMPLE LETTER OF APPLICATION

Date: _____

From: _____
To: Chief, Bureau of Medicine and Surgery (BUMED-M3B3), 7700 Arlington Boulevard,
Falls Church, VA 22042-5129
or Officer in Charge, Naval Aerospace Medical Institute (Code 35), 340 Hulse Road,
Pensacola, FL 32508-1092
Via: _____
(see checklist for endorsing authority)

Subj: COURSE OF INSTRUCTION LEADING TO DESIGNATION AS A NAVAL FLIGHT
SURGEON OR NAVAL UNDERSEA MEDICAL OFFICER

Ref: (a) BUMEDNOTE 1520 of 23 Jul 2013

Encl: (1) Applicant's Statement
(2) NAVMED 1520/21 (07-2008), Demographic Information Request
(3) NAVMED 1520/18 (08-2012), Program Director/Senior Medical Officer (SMO)
Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO)
(4) *Curriculum Vitae*
(5) Letters of Recommendation
(6) DD Form 2807-1 and DD Form 2808, Report of Medical Examination (FS and
UMO applicants)
(7) Scores on timed diver physical qualification test (UMO applicants)
(8) SF 507, History Continuation (Aviation Applicant) (FS candidates)
(9) OPNAV 3710/37A, Anthropometric Data Record (FS candidates)
(10) Transcripts (FS candidates)

1. Per reference (a), I request to be considered for the course of instruction leading to designation as (Applicants may apply to both UMO and FS programs but will require separate applications):

☐ Flight Surgeon
☐ Undersea Medical Officer

2. If accepted for this training, I agree to remain in an active duty operational assignment for a minimum of 2 years after completion of training.

3. Enclosures (1) through (____) are attached as required. I can be reached by telephone at _____, by pager at _____, or by e-mail at _____.

(Signature)

Enclosure (1)

DEMOGRAPHIC INFORMATION

Please check the applicable responses:

1. U.S. CITIZEN: ☐ Yes ☐ No
2. Application Date (DD MMM YYYY) _____
3. Age _____
4. Sex ☐ Male ☐ Female
5. Race / Ethnic Group ☐ 1 = African-American (not of Hispanic origin)
☐ 2 = American Indian or Alaskan Native
☐ 3 = Asian American or Pacific Islander
☐ 4 = Hispanic
☐ 5 = Caucasian (not of Hispanic origin)
☐ 6 = Other

PRIVACY ACT STATEMENT

This information is requested under authority contained in 5 U.S.C. 301 and related departmental regulations. The principal purpose for obtaining this information is to permit a demographic characterization of all applicants applying for Naval Medical Department education and training.

The information will be used to provide a base from which to assess affirmative action initiatives and equal opportunity programs within the Naval Medical Department. Disclosure of this information is voluntary. Failure to disclose the requested information will not result in adverse consequences.

PRINTED NAME

DATE (DD MMM YYYY)

SIGNATURE

PROGRAM DIRECTOR/SENIOR MEDICAL OFFICER (SMO) RECOMMENDATION
NAVY FLIGHT SURGEON (FS)/UNDERSEA MEDICAL OFFICER (UMO)

This form must be completed by the applicant's current program director or senior medical officer (SMO) to provide an appraisal of the applicant's performance, which will be used in the selection for flight surgeon (FS) or undersea medical officer (UMO) training. Evaluator is to send completed form directly to:

* BUMED-M3B3 via e-mail at: Undersea.Medicine@med.navy.mil, or by mail; or

* NAMI Flight Surgeon Applications Coordinator by e-mail at Cynthia.Romer@med.navy.mil or call (850) 452-3445 or DSN 922-3445.

1. APPLICANT NAME (Last, First, MI)	2. FS/UMO TRAINING CHOICE(S) (In Order of Preference)								
3. PROGRAM DIRECTOR or SMO NAME (Last, First, MI)	4. TRAINING PROGRAM (If Applicant in Training)								
5. LEVEL OF PERFORMANCE BEING EVALUATED <input type="checkbox"/> Internship <input type="checkbox"/> Residency <input type="checkbox"/> Fellowship <input type="checkbox"/> Attending Staff									
6. DATES OF PERFORMANCE EVALUATED (Month/Year)	7. LOCATION OF PERFORMANCE								
8. LEVEL OF PERFORMANCE BEING EVALUATED <table><thead><tr><th>Check Applicable Box</th><th>Number in Peer Group (Each Category)</th></tr></thead><tbody><tr><td><input type="checkbox"/> Top 25%</td><td>_____</td></tr><tr><td><input type="checkbox"/> Middle 50%</td><td>_____</td></tr><tr><td><input type="checkbox"/> Bottom 25%</td><td>_____</td></tr></tbody></table>		Check Applicable Box	Number in Peer Group (Each Category)	<input type="checkbox"/> Top 25%	_____	<input type="checkbox"/> Middle 50%	_____	<input type="checkbox"/> Bottom 25%	_____
Check Applicable Box	Number in Peer Group (Each Category)								
<input type="checkbox"/> Top 25%	_____								
<input type="checkbox"/> Middle 50%	_____								
<input type="checkbox"/> Bottom 25%	_____								
9. COMMENTS (Provide specific comments on this individual's performance including any significant problems noted or reservations about qualification for further training.)									
10. RECOMMENDATION (Based on my assessment of this individual's performance) <input type="checkbox"/> I highly recommend him/her for FS/UMO training. <input type="checkbox"/> I recommend him/her for FS/UMO training. <input type="checkbox"/> I do not recommend him/her for FS/UMO training.									
11. PROGRAM DIRECTOR or SMO SIGNATURE	12. Date								

APPLICATION DATES, CHECKLIST, AND DEADLINES WORKSHEET

The table summarizes dates, action items, and deadlines for student flight surgeon and student undersea medical officer training applications. It is designed for use as a worksheet for you to identify all required items for your application and to keep track of your application's progress.

- "Empty" cells indicate some action needs to be taken to complete the process from application through class assignment.
- "N/A" means not applicable.
- Refer to BUMEDNOTE 1520 text for detailed explanations.

Item	Active Duty Navy Intern	Navy HPSP Participant deferred for Civilian Internship	Civilian Intern	Active Duty Non-intern, All US Services	Civilian Non-intern	Allied Foreign Military Medical Officers
Intern Operational Medicine Orientations						
NH Pensacola, FL 08 Aug 2013	See at left	N/A	N/A	N/A	N/A	N/A
NH Jacksonville, FL 09 Aug 2013						
NH Camp Pendleton, CA 21 Aug 2013						
NMC San Diego, CA 22 Aug 2013						
NH Bremerton, WA 23 Aug 2013						
NH Camp Lejeune, NC 14 Aug 2013						
NMC Portsmouth, VA 15 Aug 2013						
WRNNMC Bethesda, MD 16 Aug 2013						
STEPS AND ELEMENTS OF APPLICATION						
<u>Flight Surgeon:</u> Aviation history and physical examination, with anthropometrics, and specialty consults as needed, faxed/e-mailed to NAMI Code 35 (<i>interns: by 31 Oct 2013</i>). <u>Undersea Medical Officer:</u> Submarine, diving, and radiation health history and physical examinations <i>included in application</i> <ul style="list-style-type: none"> • DD Form 2808, 2807-1 • Specialty Consults (as needed) • Pressure test in hyperbaric chamber 						
Demographic information request						
Curriculum vitae						
Program director form to evaluator						
Letters of recommendation						
Applicant's Statement						
Diver qualification in run, swim, pushup, sit-up, and pull-up results for UMO only		N/A	N/A	Navy Only	N/A	N/A
Application forwarded via whom?	CO	NMETC (OG)	CNRC	CO (see 9c)	CNRC	(See 9d)
Postmark deadline for applications	31 Oct 2013	31 Oct 2013	31 Oct 2013	Anytime	Anytime	Anytime
Selection Committee Meets	2-6 Dec 2013	2-6 Dec 2013	2-6 Dec 2013	As required	As required	As required
Release of Board Results	18 Dec 2013	18 Dec 2013	18 Dec 2013	As required	As required	As required
Deadline to contact BUMED-M3B3 or NAMI Academics accept/decline selection for training	13 Jan 2014	13 Jan 2014	13 Jan 2014	N/A	N/A	N/A
Contact PERS-4415 for class assignment, start date, and orders						

ACRONYMS

AFHPSP	Armed Forces Health Professions Scholarship Program
BUMED	Bureau of Medicine and Surgery
CNRC	Commander, Navy Recruiting Command
FS	Flight Surgeon
FSW	Feet in Sea Water
GME	Graduate Medical Education
GMESB	Graduate Medical Education Selection Board
G6PD	Glucose-6-Phosphate Dehydrogenase
HIV	Human Immunodeficiency Virus
MANMED	Manual of the Medical Department
NAMI	Naval Aerospace Medical Institute
NAVPERS	Navy Personnel Command
NMETC	Navy Medicine Education and Training Command
NUMI	Naval Undersea Medical Institute
SMO	Senior Medical Officer
UMO	Undersea Medical Officer
USU	Uniformed Services University of the Health Sciences